Training Program Distribution System TPDS Training (80000-82999) Requirements			1. Name 5. Email Address		2. Phone Number 6. Fax Number 13. 14. Other Ite		3.	3. Order Point # 4. Date 7. Page of	
							7.		
							T.		
8. Prep Date	9. Class Date	10. Catalog Number	11. Course Number	No. Instr	13. No. Stud	Yes Yes	No	15. Confirmat	
4-23	4-24	80102R	3020	0	1	x		Sample	
16.		R	ecipient Shipping Info	ormation	(Where O	rder should	be sh	ipped)	
Interna (Name)	l Revenue	e Service (or an A	Alternate Address)						
(Street Add	· ·			(Mail St	on Doom N	rumban Crista	VI. mala or	<u> </u>	
(Succi Add	нсээ)			(Main)	ορ, κυσιιι N	umber, Suite M	vuiiibei	·)	
(City) (S			tate) (Zip Code)						
Phone of Rec	Number	. ()							
UI INCU	ipicut		Fax form to CADC 309-662-2432						

INSTRUCTIONS FOR FILLING OUT Course Order Form 5542

- 1. Contact name of person ordering material
- 2. Phone number of contact person
- 3. Order Point Number for location where order is being **shipped**
- 4. Date the order is being placed
- 5. Email address of contact person if available
- 6. Fax Number of contact person
- 7. Total pages of order
- 8. Prep date Date materials are needed by Instructors to prepare for class (Please allow a minimum of 21 days) if less than the 21 days, this is an exception & must be approved.
- 9. Class date Date class begins
- 10. Catalog number of course being ordered
- 11. Course number
- 12. Number of Instructors
- 13. Number of Students
- 14. Other Items Put an X in either Yes or No box
- 15. Confirmation Number Person inputting order will fill in this information and fax it back to Contact Person within 2 working days. If you do not receive your confirmation (order number) on a faxed order within 2 working days please do not refax the order. Call 1-877-752-2970 and provide them with the date of the fax order, contact name and phone number.
- 16. Recipient Shipping Information Must include Recipient's Name, Street Address (No PO Boxes), Stop/room or suite number, City, State and Zip Code, Phone Number of Recipient